

DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Clinical Nurse Educator -Palliative Care
<b>Position Number:</b>	Generic
<b>Classification:</b>	Registered Nurse Grade 6
<b>Award/Agreement:</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Group/Section:</b>	Hospitals North/North West and Hospitals South
<b>Position Type:</b>	Fixed-Term, Full Time/Part Time
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Nurse Unit Manager - Palliative Care
<b>Effective Date:</b>	February 2021
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse.</p> <p>Current Driver's Licence.</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Holds or is working towards relevant tertiary or postgraduate qualification in specialised palliative care management with experience working in the community setting.</p> <p>Certificate IV in Workplace Training and Assessment (or equivalent)</p>

NB. The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

## Primary Purpose:

The Clinical Nurse Educator - Palliative Care (CNE) operates as part of a multidisciplinary team delivering palliative care services to patients, their families, and carers across the respective region of Tasmania. The CNE is responsible for:

- Facilitating and supporting the development of nursing team members by planning, promoting, coordinating, implementing, and evaluating education programs in palliative care.
- Providing professional advanced clinical leadership and expertise in the delivery of clinical advice, assessment and interventions based on best practice in the health care management of people with a life limiting illness.
- Contributing to learning and development programs for other health disciplines and volunteers.

## Duties:

1. Facilitate and support the development of the palliative care multidisciplinary workforce by planning, promoting, coordinating, implementing, and evaluating palliative care workforce development and educational programmes both to the palliative care workforce and other providers relevant to this practice setting.
2. Facilitate ongoing professional development within a learning and research culture, promoting patient centred inter-professional learning, including where delegated contributing to relevant groups and committees.
3. Ensure the maintenance of records in accordance with organisational policy and program requirements.
4. Consult and liaise with the Nurse Unit Manager (NUM) to provide educational support and evaluation in relation to staff performance development plans.
5. Provide direction and education in best practice in the health care management of people with a life limiting illness to sites and services throughout the region.
6. Actively participate in quality improvement and clinical research activities in palliative care that will contribute to evidence based research in nursing practice.
7. Contribute to the development and implementation of clinical policy and guidelines that will guide and inform evidence based palliative care management practices and contribute to high standards of client care.
8. Maintain professional development through reflective practice, participation in continuous learning activities including networking and engaging with local and national colleagues and by participating in an annual performance development program.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

The occupant of this position functions with a degree of autonomy, receiving guidance, direction and support from the NUM as required. The occupant is specifically responsible for the following:

- Enabling opportunities for individuals to identify and achieve their learning objectives in a reasonable timeframe through individualised approaches and developing a unit culture that encourages learning and development.
- Contributing to the professional development of health care providers through coordination of education programs designed to facilitate career development.
- Developing learning experiences and using strategies that meets the individual learners' needs, including the provision of support for skill development in clinical procedures for new learners or for staff being introduced to new procedures.
- Extensive travel throughout the region for the provision of palliative care education and support to rural sites and services as well as for professional development, networking and collaboration and coordination of the role and its activities on a Statewide basis.
- Actively participating in his/her own continuing professional development.
- Practicing in accordance with the Nursing and Midwifery Board of Australia (NMBA) codes and guidelines for registered nurses/midwives.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participating in and contributing to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
  - e. serious traffic offences
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated advanced clinical practice experience in palliative care, encompassing acute and community-based services, including primary health care.
2. Demonstrated ability to apply teaching and learning strategies in the clinical area, including the development, implementation and evaluation of professional development, education, and training activities.
3. Sound knowledge of contemporary education theories and practice, health and professional development issues, and their impact on the knowledge and skill requirements of the nursing workforce.
4. Demonstrated ability to develop and apply quality improvement and nursing research strategies in the practice environment to implement effective change management strategies.
5. High level written and interpersonal communication skills, with proven ability to function effectively within an inter-disciplinary environment.
6. Demonstrated understanding of the legal and ethical considerations related to nursing in the practice area.
7. Knowledge and understanding of Safety and Quality and its application within the clinical setting, with a demonstrated understanding of Work Health and Safety legislation, including practical application.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).